

Oregon Wing CAP Wing Staff Procedure

24 Jul 2005

Title: Mishap and Abuse Notification Procedure

Purpose: This wing staff procedure outlines the process that wing staff will use whenever a mishap occurs or abuse is reported to Wing Headquarters. Mishaps include any event dealing with the safety or welfare of any member or damage to any property, CAP or private owned property. This procedure applies whenever a physical injury occurs, cadet protection policy violations are alleged, or property damage occurs.

Process:

- 1) Whenever any wing staff member receives notice of a mishap or an accident, notify as follows:
 - a) Contact the Wing Commander.
Theodore S. Kyle (c) 971-235-3436 [primary]
(h) 503-657-6785
(w) 503-353-4562 [Kyle's desk phone]
(w2) 503-353-4592 [Lana Rulien, admin asst.]
(w3) 503-353-4567 [general office phone]
(f) 503-353-4599 [work]
 - b) Contact the Wing Vice Commander if the Wing Commander cannot be contacted.
James Howell (h) 541-466-3292
(c) 541-954-2246
(p) 541-917-5229 (alpha-numeric)
(w) 541-954-2246
(w) 800-234-3911 alternate
(Linn County OR –Sheriff's Dispatch)
 - c) Contact the Wing Chief of Staff if the Wing Commander or Vice Commander could not be contacted.
Scott Hall (h) 541-368-4085
(c) 541-915-5980
- 2) In all events contact the Wing Safety Officer.
Lt Col. Paul Geiger (h) 503-287-8140
(w) 503-286-4002
(c) 503-756-3301

Lt Col James Veach (c) 503-544-8910
(h) 503-661-9766

- 3) If the event involves substantial damage, serious injury or death the Wing Commander shall contact the following offices:

National Operations Center: 1-888-211-1812 (24 hours per day)
They will notify other National HQ staff.

State Director's office:

Wayne P. Schulz: (h) 541-683-3973
(w) 541-607-1284
(f) 541-607-1290

CAP-USAF Liaison Region

(If available, one of the state directors will contact the Liaison Region)

LtCol. McCormick (w) 530-634-9511
(c) 530-300-3445
(h) 530-432-9884
(f) 530-634-5896

CAP Region Commander

Col. Merle Starr (h) 360-951-3266 primary CAP
(h) 360-459-2101
(c) 360-870-2064
(f) 360-438-3343

CAP Region Safety Officer

Lt Col. Harold (Wally) W. Jaynes (h) 808-822-0656
(f) 808-822-0656
wallyjaynes@hawaiiin.net

- 4) Accident or other investigation involving serious injury or death shall will be coordinated and directed by the Wing Legal Officer and National Legal Officer:

Tom Corr: (w) 541-538-3840
(f) 541-928-5424

The Wing legal officer will coordinate the investigation and CAPF 78 report with National Legal Officer: pager: 888-519-8338.

Do not investigate any event involving serious injury or death without approval from the National Legal Officer.

- 5) In the case of a cadet abuse allegation, no investigation will be initiated without instructions from the Wing Legal Officer.

- a) In the event of alleged sexual abuse the Wing Commander shall contact:
 - i) Wing Legal Officer and
 - ii) National General Counsel: (w) 334-264-7152
(after hours) 888-519-8338
 - iii) or National Executive Director (w) 334-834-2236
- b) In the event of physical abuse the Wing Commander shall contact:
Region Commander:
Col. Merle Starr (h) 360-951-3266 primary CAP
(h) 360-459-2101
(c) 360-870-2064
(f) 360-438-3343
 - i) Wing Legal Officer: Tom Corr: (w) 541-538-3840
(f) 541-928-5424
 - ii) National General Counsel: (w) 334-264-7152
(after hours) 888-519-8338
- c) If injury resulted from physical abuse, follow the mishap procedure listed above.
- d) In the event of hazing is alleged, the Wing Commander shall notify
 - i) Wing Legal Officer: Tom Corr: (w) 541-538-3840
(f) 541-928-5424

Further Instructions

Do not use e-mail unless instructed to do so by the Wing Commander or Wing Legal Officer.

Forms:

1. CAPF 78 Accident report form
2. CAPF 79 Accident investigation form

Related regulations:

CAPR 52-10 CAP Cadet Protection Policy
CAPR 62-1 Civil Air Patrol Safety Responsibilities and Procedures
CAPR 62-2 Mishap Reporting and Investigation